# CIO Council Meeting Minutes
## October 26th, 2005
## Albert Coates Building

Attendees:  Randy Barnes (DOR), Julie Batchelor (OSC), Tony Schiro (for DCCPS), David Keys (for DOC), Janis Hodges (WRC), Robin Murray (for AOC), Michael Guilford (OAH), Jae Kim (DCR), Larry Brewer (DOI), Nancy Lowe (DJJDP), Karen Tomczak (DHHS), Jane Price (Agr), Smitty Locklear (DOA), Mark Paxton (DOT), Dan Kempton (NCIC), Lenny Superville (OSA).

Other Agency Guests: Don Nattress (OSP), Jim Dolan (OSBM), and Jonathon Womer (OSBM)

ITS: Bill Willis, Sharon Hayes, Jim Tulenko, and Mark Cooke

Vendors: Rod Kessla (TEK Systems), David McCall (TEK Systems), Keith Werner (Gartner), Joanne Wise (CIBER), Tanya Stauffer (Analysts International), and Chris Spencer (Oracle)

Scribe: Dan Kempton, NC Industrial Commission

Welcome/Comments: Randy Barnes, chair, called the meeting to order at 10:00 and welcomed everyone.

Minutes:  The minutes of the last meeting were approved without change.

1. **Training Committee Update**: Nancy Lowe reported that 19 agencies have responded so far.  The committee is looking at a 2-tiered approach for cost coverage where ITS could possibly cover some of the costs for initial training and send bids out for 2nd tier training.  Several training topics have been requested including: A+ Certification, Windows XP, Java, ESRI, Data Warehouse Design, Business Analysis, SAS, Portfolio Management, etc.
   The proposal on Tier 2 training is that the burden of the training costs would be covered by each agency, however, it was thought that ITS would be able to negotiate a better price than any individual agency through the bidding process.
   Larry Brewer made a request to include Windows Visa in the training since that is the latest offering from Microsoft.
   Nancy concluded the report indicating that the group would try to have something available by the next CIO Council meeting.

2. **ESAP Project Plan Update**: Mark Cooke provided a handout containing the current status on ESAP (Enterprise Services Access Point).  ESAP is to provide a centralized security model and network segmentation for agencies.
   Jae Kim asked how this may impact his agency's current or future intrusion (detection) hardware or software purchases.  Mark was unsure of potential problems ESAP may cause and would have to investigate it.

Bill Willis indicated that ITS would be spending a significant amount of funds for the ESAP effort, that there were many unknowns, and that the initial phases of the project could cause many problems.

3. **NCTA Forum (Nov. 9th, 3:00 PM)**: Randy Barnes gave an update on this topic, which was discussed last month. It was agreed that 3-4 agencies would provide informal presentations on activities within their agencies. These presentations would not include staffing issues. The first meeting was scheduled for November 9th and all agencies were encouraged to attend. They are looking for volunteers from other agencies to present at the next meeting. The initial meeting is expected to last about 1.5 hours. Lenny Superville and Randy Barnes are current volunteers. They expected to also volunteer Bob Brinson who was not present at the meeting.

4. **OSP – Scarce Skills**: Don Nattress was asking for help from the CIOs to help define 'scarce skills' within the technical job classifications. OSP acknowledges their current version is outdated. They will allow up to a 10% adjustment for scarce skills. OSP already has 3 agency CIOs and 3 University CIOs on a committee to help tackle this issue. Other areas of concern were the value of IT certifications. Since there are numerous certifications, OSP would like help in determining which ones are worthwhile and which ones are not. The Universities have indicated they want to give an applicant an extra year of job experience for certain certifications.
Julie Batchelor asked if this could possibly be used as some sort of yearly evaluation tool. Don indicated that could eventually be a possibility.
Don also mentioned that OSP still had some agencies that had not done anything for Career Banding and the deadline was getting closer.
Volunteers were solicited to help OSP define/refine the scarce skills. Larry Brewer, Smitty Locklear, Lenny Superville, and Mark Paxton all agreed to help in this effort.

5. **Contractor Conversion Update**: Jim Dolan reported that OSBM is continuing to look at ways to convert contractor positions. Templates have been sent out to agencies. To date, OSBM has approved 26 conversions, while 27 were currently being processed. The total (53) represents 15% of the 334 potential contractor conversions, which equates to $1.6 million in savings to the State. In total, the 334 contractor positions could yield a savings of $12 million a year if they are all converted.

6. **ITS EPMO Work Flow Changes**: Sharon Hayes introduced Jim Tulenko and gave out a proposal on workflow changes for projects. A quick review of the handout covered the changes to Phases 1 & 2. Phase 1 had Architecture, Security, and Procurement removed. Phase 2 separated the CIO from the CFO providing their own signoffs. This will allow for the technical review to get completed without a dependency on the CFO's approval, which could come at a later date. Procurement has been changed from an approver to a reviewer in phase 2.The goal from the PMO is to increase the success rate for agency projects. Sharon indicated the processes can still be changed and solicited comments from the Council on any areas of the process. She asked for the comments to be sent via email no later than November

11th. Sharon said she would compile the comments and send those to Randy to distribute to the Council. Sharon said they do have a project managers advisory group to address issues.
A comment was made that the process seemed centered on Software Project Development and could not easily lend itself to Hardware infrastructure projects.

7. **SAS License Presentation Planning**: Randy Barnes indicated that SAS was asked to come in for a presentation. At this point, a time frame has not been established. Randy said she would try to gather the information on the presentation.

8. **November/December Meeting Schedule**: Since there may be several members out for the winter holidays, the November and December meetings will be combined into 1 meeting. That is currently scheduled for December 14th. Randy indicated the Council still needs a volunteer to take the minutes for the February CIO Council meeting.

9. **Other Business**: Larry Brewer indicated we had discussed issues concerning bulk purchases at the last meeting and was inquiring if there was any new information. No updates were given. Larry requested that the web site containing the configuration profiles to be updated as soon as changes were completed. Jane Price was introduced as the acting CIO for Agriculture.

The meeting was adjourned.